

# ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 Diamond Head Road, Honolulu, Hawaii 96816-4495

ANNOUNCEMENT NUMBER: JVA FY2018-22

DATE: 17 July 2018

CLOSING DATE: 01 August 2018

The following Enlisted position vacancy in the Hawaii Army National Guard is announced. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and Section 502 Public Law 98-94. This is a three-year fulltime National Guard duty tour in Active Guard/Reserve (AGR) status. This vacancy is to be filled through a competitive selection panel process with approval by the Chain of Command. Final selection will be based upon qualifications, suitability, and available manpower resources.

**POSITION TITLE, PARA LINE, MAXIMUM, AUTHORIZED MILITARY GRADE AND MOS:**

Supply Sergeant, Para 301, Line 05, E6, 92Y

**APPOINTMENT FACTORS:** OFFICER ( ) WARRANT OFFICER ( ) ENLISTED ( X )

**LOCATION OF POSITION:**

Co B (-Det 1, 2 & 3) 777<sup>th</sup> ASB, 1971 Santos Dumont Avenue, WAAF, Schofield Barracks, Hawaii 96857

**WHO MAY APPLY:**

Present Enlisted members of the Hawaii Army National Guard in the grade of E5 – E6.

**AREA OF CONSIDERATION:** E6 applicants MUST already be MOS 92Y qualified. E5 applicants must currently hold a 92 series MOS, meet requirements to become 92Y, completed BLC and SSD2. If selected, non-MOSQ applicants must become 92Y MOSQ within 12 months from AGR start date or be released from active duty (REFRAD). All applicants must possess a valid Secret security clearance. AGR Soldiers (excluding those within their first 18 months of an initial tour) may apply and MUST possess the MOS 92Y. No waivers authorized. In order to be considered for this position, applicants must meet minimum appointment requirements as outlined on this announcement.

**INSTRUCTIONS FOR APPLYING:** The documents listed below **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the Soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. NGB 34-1 (dated 20131111) must be complete with original signature block #17). **Signature will be in original or digital signature. Errors, omissions of information, application completed in pencil, or unsigned application, and those that are late due to the mail system will be returned without action.** Pay attention to instructions in Section IV and V. If "Yes" for #3 or #4, provide police report.
2. Most recent Individual Medical Readiness (IMR) Record (printout from Unit, not AKO medical readiness). Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid. All current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
3. Last five (5) Noncommissioned Officer Evaluation Reports (NCOERs) (Current and previous 4, if applicable). ). If Soldier has no NCOER at all, provide available SPC evaluations or letter of recommendation instead.
4. **Certified** copy of Enlisted Record Brief (ERB) with current ASVAB test scores.
5. DA Photograph taken within the last 24 months.
6. All DD214s, DD215s, and DD220 to verify all previous active service.
7. NGB Form 23B (Retirement Points Statement).
8. Proof of highest level of Civilian Education acquired.
9. Proof of Secret security level clearance memo (JPAS printout will not be accepted). Contact the HIARNG Security Manager or the appointed representative for memo.
10. Copy of DA Form 705 reflecting passing record APFT and passing HT/WT data (must meet standards IAW AR 600-9), both taken within six (6) months from the JVA closing date. Also include **three other previous APFTs for a total of 4 scores submitted.**
11. Memo explaining any gaps or missing required documents (APFT, NCOER, DA Photo, etc.).
12. Knowledge, Skills, and Abilities (KSA). Below are listed KSAs for this position.
  - (a) Knowledge of the position.
  - (b) Knowledge in the techniques of organization, direction, coordination, and control.
  - (c) Ability to develop, plan, and coordinate complex work assignments.

- (d) Ability to give specific guidance relative to the position.
- (e) Skills you possess to assist in the improvement of the position or program.
- (f) Skill in oral and written communications.

Each applicant **must address each KSA individually in paragraph format** by explaining any civilian and military work experience(s) (with dates). These comments must be addressed in the order they appear above and attached (separate sheet) to the application when applying for the position. **Failure to include the attachment for the KSA statement will result in your application NOT being considered for interview.**

Each applicant is personally responsible for submitting his or her application package to the HIHRO on or before the closing date stated on this JVA. Submit application through certified mail or hand deliver to: Human Resources Office, ATTN: HIHRO-A, 3949 Diamond Head Road, Honolulu, HI 96816-4495, Bldg 306, Rm 214. Applications postmarked (U.S. Postal Service) on or before the closing date of this JVA will be accepted. Postmarks by private letter carriers (Federal Express, UPS) and applications submitted by fax will NOT be accepted. **Federal law prohibits the use of government envelopes, postage, or facsimile to submit the application. Applications received in such manner will NOT be accepted and will be returned.** Emailed packets will not be accepted, unless the applicant is deployed. If applicant is deployed make sure you annotate on subject line of email (DEPLOYED) name and announcement number.

Records of applicants will be screened by HRO prior to submission to the selection panel. Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-consideration within 10 days of the JVA's closing date.

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**MINIMUM APPOINTMENT REQUIREMENTS: For initial entry and subsequent assignment in the AGR Program, an applicant must meet and maintain the qualifications prescribed below, additionally meet standards prescribed IAW AR (NGR) 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10.**

1. A physical profile of 222222 or better.
2. A physical demands rating of Moderate (Gold) or higher.
3. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 July 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
4. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include: (a) No conviction by court martial or by any Federal or state court. (b) No juvenile adjudication by state court. (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust. (d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3. (e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law.
5. No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.
6. No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4.
7. Must be 18 years of age, and less than 55 years of age for initial entry.
8. Must be able to complete a 3-year initial tour of Full-time National Guard duty (FTNGD) prior to reaching 18 years AFS or the date of mandatory removal from an active status based on age, or service (without an extension).
9. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
10. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
11. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
12. Those applicants who resigned from the AGR program versus adverse actions are not eligible to reenter AGR program.
13. Applicants must not be a candidate for public office or holding a civil office.
14. Applicants will not be reassigned in another duty position during their first eighteen months of initial tour.
15. Single applicants with dependents or applicants married to another service member with dependent(s) must have an approved Family Care Plan upon date of hire.
16. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in table 2-2 and 2-3.
17. Must meet the Army body fat standards IAW AR 600-9.
18. Upon selection, the selectee will be medically evaluated for clearance to enter the AGR Program by the Office of the State Surgeon (POC: Deputy State Surgeon). Selected individual must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry in the AGR program.
19. Soldiers with a favorable enlistment or appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry in the AGR program are not required to complete an additional PHA for entry.
20. Must be medically certified as drug free and have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to entry in the AGR program IAW AR 600-110.
21. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
22. Request for exceptions to, or waivers of APPOINTMENT REQUIREMENTS as specified herein will **NOT** be accepted. Waiver

for certain basic ELIGIBILITY CRITERIA will be considered and must receive NGB approval.

23. There are no medical waivers for initial appointment in the AGR Program if the Soldier does not meet the physical and medical requirements IAW AR 40-501.
24. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
25. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
26. Persons entitled to Permanent Change of Station (PCS) allowances/benefits may be eligible for consideration contingent upon availability of PCS funds from NGB. Authorization for payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Hawaii Army National Guard and upon availability of funds from the National Guard Bureau.

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## **DUTIES AND RESPONSIBILITIES:**

Supervisory control: Works under the direct supervision of the Readiness NCO and the senior full-time support Soldier. Receives technical guidance from supervisory personnel at company headquarters. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives.

Manage all required supply records IAW standard and local policies and procedures; maintain record files IAW Army Records Information Management System (ARIMS) and SOPs; prepare, review, and update Primary Hand Receipts (PHR) for individual, organizational, and installation equipment, Sub-Hand Receipts (SHR), Component Hand Receipts (CHR), Sets Kits and Outfits (SKO), and State Property listings; meet requirements and sustain compliance IAW with Command Supply Discipline Program (CSDP), Command Maintenance Discipline Program (CMDP), Aviation Resource Management Survey (ARMS) Physical Security (PHYSEC), and NGB Command Logistics Review Program (CLRT) inspections and checklists; prepare Unit Status Report (USR) accurately for supply and maintenance areas to sustain logistical readiness. Gain knowledge and obtain access for the following Standard Army Maintenance System-Installation Enhanced (STAMIS) systems and online automation programs; Force Management System Website (FMSWeb), Global Combat Support System-Army (GCSS-A), General Fund Enterprise Business System (GFEBs), Installation Support Modules (ISM), Central Clothing Distribution System (CCDF), Army Direct Ordering (ADO), Logistics Information Warehouse (LIW) and applicable sub-applications such as Test, Measurement, and Diagnostic Equipment (TMDE), Total Ammunition Management Information System (TAMIS), Joint Technical Data Integration (JTDI) sub-application Aviation Ground Support Equipment (AGSE), Army Food Management Information System (AFMIS), Electronic Transportation Acquisition (ETA) sub-application Army Container Asset Management System (ACAMS), Transportation Coordinator's Automated Information for Movements System (TC-AIMS-II), Army Records Information Management System (ARIMS), Defense Travel System (DTS), Army Training Network (ATN), and Army Knowledge Online (AKO). Assumes property accountability, responsibility, management, and coordination for all types of property issued to the unit IAW the provisions of Army regulations, National Guard Bureau (NGB) regulations, and local policies; assists the unit Commander in maintaining property accountability utilizing various automation systems such as GCSS-A or manual procedures when needed; with Commander's input determine priority requirements using Force Activity Designator (FAD) to expedite critical asset requisitions and prioritization for improvement of USR and mission requirements; assists Commander and PBO in conducting inventories and prepares appropriate documentation; verify and compare current and projected MTOE authorizations to prepare a comprehensive plan of acquisitions and dispositions of equipment; ensure all authorized equipment are on-hand or on valid requisition; identify and prepare documentation to turn-in or lateral transfer of excess to the State items. Assumes maintenance responsibility, management, and coordination for all types of property issued to the unit IAW the provisions of Army regulations, NGB regulations, local policies; assists the unit Ground Maintenance Officer in maintaining scheduled and unscheduled maintenance services for applicable pieces of equipment utilizing various automation systems such as GCSS-A or manual procedures when needed; with Ground Maintenance Officer's input determine priority requirements to expedite critical asset for improvement of USR and mission requirements; establish plans to stagger maintenance cycles; serve as the unit's ground equipment Production Control (PC) clerk and equipment dispatcher; prepare, submit, update, cancel, and complete work orders to supporting shops such as Unit Training Equipment Site (UTES), Combined Support Maintenance Shop (CSMS) No. 1 and 2, and Army Aviation Support Facility (AASF) No. 1 for over 340 reportable assets to include 79 rolling stock and 127 weapon systems. Request, modify, cancel, receive, inspect, verify, load, transport, unload, segregate, store, issue, account, and turn-in all applicable classes of supply for both consumable and non-consumable items through military supply channels and commercial purchases; manage office bench stock and shortages on air and ground major end items' components of end-item (COEI), and Basic Issue Items (BI); manage Organization Clothing and Individual Equipment (OCIE) through USPFO-HI Central Issue Facility (CIF), Aviation Life Support Equipment (ALSE) through Product Manager (PM) for flight status personnel, and uniform clothing through Central Clothing Distribution Facility (CCDF) and Army Direct Ordering (ADO) programs through supporting activity; prepares organized storage facilities to facilitate issue, receipt, and inventory of supplies and equipment while in compliance with physical security, fire, and safety requirements; coordinates and accomplishes reconciliation and validation listings as directed by USPFO-HI and PBO; process local purchase items and services through GFEBs; process Common-Use Land Transportation (CULT) movements through Transportation Office; process facility maintenance work orders through Facility Maintenance Office (FMO). Manage all unit calibration service cycles for over 500 items of TMDE through CSMS No. 1 TMDE Service Center (TSC); submit, request, turn-in, and disposition TMDE items accordingly; properly account TMDE items with corresponding major end item IAW with item's CHR/SKO records. Assists the Unit Movement Officer (UMO) in the preparation, packing, and shipment of approved Mission Essential Equipment Listing (MEEL) relative to unit mobilization; coordinates preparation and maintenance of unit movement plans, load plans, and Automated Unit Equipment List (AUEL) reports, and Organizational Equipment List (OEL) reports in TC-AIMS-II. Prepare, maintain, and update delegations of authority signature cards and system access authorization requests for various support activities and online automation systems for personnel to receive supplies and equipment; maintain a security clearance; be able obtain arms room personal identification code (PIC) for intrusion detection system (IDS) to arms, ammunition, and equipment (AA&E) and sensitive items storage area through Schofield Barracks Physical Security Office. Must be licensed or capable of becoming licensed to

operate commercial and military Material Handling Equipment (MHE); at a minimum, able to operate commercial and militarized forklift models, High Mobility Multi-Wheeled Vehicle (HMMWV) models, and Family of Medium Tactical Vehicles (FMTV) models; capable of lifting at a minimum 50lbs. Supervise Unit Supply, NBC, POL, and AGSE sections; ensures subordinate personnel have the opportunity to receive training necessary for professional development IAW MOS individual and section tasks; perform necessary counseling, evaluation, and award recommendation as needed; directs and mentor subordinate personnel in performing assigned duties and tasks. Operate alongside and provide status updates to unit aviation PC officer regarding supplies, equipment, and ground support services in direct support of aircraft maintenance work orders and maintenance. Able to fully prepare and mobilize entire unit and integrate with outer State Detachments upon arrival to mobilization site; collect and consolidate information and property book data from Detachments; prepare logistical and maintenance reports for both State and war trace Battalion staff. Able to obtain and manage monetary accounts and credit lines such as unit funds, Self Service Supply Center (SSSC), Government Purchase Card (GPC), and Government Travel Card (GTC). This assignment requires periods of temporary duty assignment or TDY travel. Performs all other duties as required or assigned.

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**HRO ARMY AGR BRANCH POC:**

SFC Minerva B. Manuel  
(808) 672-1314  
minerva.b.manuel.mil@mail.mil

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**EQUAL OPPORTUNITY:**

The Hawaii Army National Guard is an Equal Employment Opportunity Employer. All qualified applicants will receive equal consideration for this announcement without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

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**NOTE: IF YOUR APPLICATION PACKET DOES NOT PROVIDE ALL OF THE INFORMATION REQUESTED ON THE FORMS AND DOCUMENTS LISTED ABOVE, YOU WILL LOSE CONSIDERATION FOR THE JOB. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.** Applicants are responsible for maintaining a copy of their applications. If you have questions, call the AGR Branch well in advance of the closing date at (808) 672-1314 or (808) 672-1006.